

PUBLICLY POSTING SOLICITATION DOCUMENTS

A CB solicitation may be distributed to prospective contractors by email, but an IFB, RFP, or RFQ solicitation must be publicly posted.

Public posting may be achieved by uploading the solicitation documents on a State procurement website, either OSP's or your agency's approved website.

Publicly posted solicitations also require a publicly posted anticipation to award (ATA.)

For more information about ATA postings, go to [Anticipation to Award](#).

To post a solicitation on OSP's website, use the Solicitation Posting Request form which is provided on OSP's website under AGENCIES, [Forms and Reporting](#) page, General section. This form provides instructions on how to complete the request.

Should you need to make updates to the solicitation posting, for example, posting a Q&A document or an addendum, the website listing also provides a form for this, the Solicitation Update Posting Request.

To post the ATA, use the Anticipation to Award Posting Request form.

HELPFUL HINT

If you have trouble opening the forms, try logging into the OSP website using Internet Explorer. The forms should open readily when using this browser.

To view examples of public postings, see OSP's website, PUBLIC, [Bid Opportunities](#) page.

The Bid Opportunities page also provides a link for *Instructions to Agencies for bid Solicitation Postings*.

Should you have any questions about the bid posting process for the OSP website, contact OSP at 501-324-9316.